

Lynchburg Parks and Recreation Department  
301 Grove Street  
Lynchburg, VA 24501  
Phone (434) 455-5858 Fax No. (434) 528-2794

STADIUM APPLICATION/AGREEMENT

The undersigned hereby applies to the City of Lynchburg for permission to use the \_\_\_\_\_  
on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ for the purpose of \_\_\_\_\_.

In the event this application is approved by the City, the undersigned agrees to pay the city for use of the premises.

The fee for its use is due on \_\_\_\_\_. All payments shall be made in the form of cash, certified check, or money order. The fees payable to the City do not include any Federal, State, or City taxes or licenses that may be applicable to such event.

After the Applicant’s use of the property, the property must be returned to the City in good condition, normal wear and tear accepted. The Applicant agrees to be responsible for any and all damages that may be caused to the City property by its employees, agents, or representatives.

The Applicant agrees to pay all business license, taxes, and other fees that may arise from its use of City property.

			CHARGES
1. <u>BASE FEE</u> : Ten percent (10%) of the gross gate receipts, but not less than \$160.00.			1. _____
Base fee is reservation of the facility, use of restrooms, and City employee(s) as specified below.			
Football – Two (2); Baseball – One (1); Soccer – One (1)			
SERVICES BELOW ARE SEPARATE FROM BASE FEE			
BASEBALL	OTHER SERVICES	SOCCER/FOOTBALL	
2.	Marketing *	[ ] \$180.00	2. _____
3. [ ] \$ 10.00	Scoreboard	[ ] \$ 25.00	3. _____
4.	Field Phones	[ ] \$ 25.00	4. _____
5. [ ] \$ 10.00	P.A. System	[ ] \$ 40.00	5. _____
6. [ ] \$ 50.00	Additional Employees *	[ ] \$ 50.00 ea. # _____	6. _____
7. [ ] \$ 50.00	Locker Rooms	[ ] \$ 50.00	7. _____
8. [ ] \$100.00	Clean-up of Grounds * and Stands	[ ] \$260.00	8. _____
9. [ ] \$ 25.00	Lights	[ ] \$ 45.00	9. _____
		Minimum Total Fee:	\$ _____
		(All fees excluding the 10% Charge)	_____
		Final Fees:	\$ _____
* Services that may be performed by the Lessee with the City’s approval. If not performed to the City standard, the service will be performed by the City and the total fee charged to the Lessee.			
SERVICES TO BE PERFORMED BY LESSEE: [ ] Marketing, [ ] Additional Employees (# _____), and/or [ ] Clean-up			
NOTE: PUBLIC SCHOOLS PAY 50% OF ABOVE CHARGES			

If the application is approved, the Applicant must employ not less than \_\_\_\_\_ off-duty Police Officers and \_\_\_\_\_ off-duty Fire marshals to keep good order and enforce the rules and regulations applicable to the general public’s use of the City Stadium.

If this application is approved, the Applicant must obtain general liability insurance coverage in the amount of \$1,000,000.00 naming the City , its employees, officers, and agents as insured parties for the purpose of personal injury, property damage, or bodily injury.

THIS AGREEMENT IS MADE SUBJET TO THE SPECIAL CONDITIONS APPLICABLE TO THE RENTAL OF CITY PROPERTY HERETO ATTACHED AND MADE PART HEREOF. The undersigned by signing this application hereby certifies that her or she has read and understands all of such special conditions and agrees to abide by the same in the event the application is approved.

Executed in triplicate this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

APPLICANT’S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

The above application is approved on behalf of the City of Lynchburg this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
APPLICANT CITY OF LYNCHBURG

Return to: Lynchburg Parks and Recreation Department, 301 Grove Street, Lynchburg, VA 24501.

All copies of the application should be signed by the Applicant. In the case of acceptance of the application, all copies should be signed on behalf of the City. The original should be retained in the Parks and Recreation Office and one copy each should be mailed to the Applicant, Lynchburg Police Department, and Public Services Division.